MUHAMMED LAMEES

Warehouse Assistant

✉ muhammedlamees369@gmail.com 📞 +966-552539369 📍 Riyad,Saudi Arabia

PROFILE

Motivated and detail-oriented logistics professional with hands-on experience in international shipment handling, warehouse operations, and export/import compliance. Seeking a dynamic role in the logistics sector in Saudi Arabia where I can contribute my skills in cargo coordination, documentation, inventory management, and safety protocols. Eager to support efficient supply chain operations and grow within a forward-thinking organization.

PROFESSIONAL EXPERIENCE

GATEWAY OPERATIONS   10/2023 – 11/2024
DHL EXPRESS INDIA PVT LIMITED   Bengaluru , India

- Assisted in **end-to-end international logistics operations**, including inbound and outbound shipment processing.
- Verified shipping documents (airway bills, invoices, customs declarations) for compliance and accuracy.
- Managed **cargo sorting, labeling, and tracking** using warehouse management systems (WMS).
- Coordinated with warehouse staff to ensure **timely loading/unloading and dispatch** of freight.
- Engaged in **dangerous goods (DG) handling**, ensuring compliance with IATA/IMDG regulations.
- Supported **bonded warehouse activities**, including inventory tracking and customs documentation.
- Liaised with freight forwarders, customs brokers, and internal teams to **resolve shipment delays**.
- Monitored and reported **shipment status** to clients and management, ensuring SLA adherence.
- Participated in **daily operational briefings**, contributing to workflow improvements and safety compliance.
- Assisted with **inventory audits** and maintained accurate records for regulatory and operational needs.

TRAVEL EXECUTIVE   06/2022 – 08/2023
CHEROOR TRAVELS ,EDAKKARA   Kerala , India

- Managed end-to-end **travel bookings**, including flights, accommodations, and transportation, for corporate and individual clients.
- Handled **travel documentation**, such as visa processing, itinerary preparation, insurance, and ticket issuance.
- Coordinated with airlines, hotels, and transport vendors to ensure **smooth and timely service delivery**.
- Delivered **excellent customer service**, responding to client queries, changes, and requests promptly and professionally.
- Maintained accurate client records and travel databases using **booking and CRM systems** (e.g., Amadeus, Galileo, or similar).
- Assisted in **logistics coordination** for group tours, events, and MICE (Meetings, Incentives, Conferences, and Exhibitions) programs.
- Provided **budget-friendly travel solutions** based on client requirements and preferences.
- Resolved booking issues, cancellations, and delays while maintaining client satisfaction.
- Built strong relationships with key clients, leading to **repeat business and positive referrals**.
- Ensured compliance with company policies and international travel regulations.

EDUCATION

Bachelor of Business Administration In Logistics(BBA)

06/2017 – 09/2020

Ponnaiyah Ramajayam Institute of Science and Technology (PRIST)

SKILLS AND EXPERTISE

- International Logistics Coordination
- Inbound & Outbound Shipment Processing
- Customs & Documentation Handling
- Warehouse Operations & Inventory Control
- Bonded Warehouse Procedures
- Dangerous Goods (DG) Handling – IATA/IMDG Awareness
- Order Fulfillment & Dispatch Management
- Logistics Software & Tools (WMS, SAP, Modscan)
- Cargo Sorting & Freight Labeling
- Shipping Documentation Verification (AWB, Invoice, BOE)
- Transportation Scheduling & Vendor Coordination
- Data Entry & Shipment Tracking
- Customer Service & Client Communication
- Process Compliance & Quality Assurance
- Team Collaboration & Time Management
- Problem Solving Under Pressure

LANGUAGES

| English | ● ● ● ● ● | Arabic | ● ● ○ ○ ○ |
| Malayalam | ● ● ● ● ● | Hindi | ● ● ● ● ● |

SOFTWARE SKILLS

- **Microsoft Excel** – Data entry, VLOOKUP, pivot tables, inventory tracking, shipment logs
- **Microsoft Word** – Documentation, shipping reports, SOPs
- **Microsoft Outlook** – Email communication, scheduling, coordination with vendors and clients
- **Warehouse Management System (WMS)** – Basic operations like inventory checks, order picking, receiving (mention the specific WMS if known)
- **Enterprise Resource Planning (ERP) Systems** – Basic use of SAP, Oracle, or other ERP tools (e.g., order processing, GRN, invoice checking)

CERTIFICATION

Certificate in Logistics Management
STED COUNCIL, Govt. of NCT NEW DELHI.

PERSONAL DETAILS

Date Of Birth:30/04/1999
Address :Riyadh ,Al Batha